DOCUMENT RESUME

ED 279 282 HE 020 130

AUTHOR Anderson, David S.; Janosik, Steven M.
TITLE Collegiate Alcohol Management Guide for Student Organizations.
INSTITUTION Campus Alcohol Consultations, Washington, DC.
PUB DATE 86
NOTE 8p.; For related documents, see HE 020 134-136.
AVAILABLE FROM Campus Alcohol Consultations, P.O. Box 65557, Washington, DC 20035 ($3.50 per copy; $3.00 per copy for 10 or more; $2.50 per copy for 50 or more; $2.00 per copy for 100 or more).
PUB TYPE Guides - Non-Classroom Use (055) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Alcohol Education; *Alcoholic Beverages; Check Lists; *College Students; *Drinking; Higher Education; *Legal Responsibility; Needs Assessment; *Recreational Activities; Social Organizations; *Student Organizations

ABSTRACT

An alcohol management checklist is presented to help student organizations that participate in or conduct alcohol-related activities (i.e., fraternities, sororities, residence hall councils, campus clubs). Student organizations that sponsor social activities that invclve alcoholic beverages are vulnerable to lawsuits when accidents or injuries occur. This guide for student organizations was adapted from "The Collegiate Alcohol Risk Assessment Guide." An affirmative response to a question on the checklist indicates that the organization is addressing the desired issue, while a negative response identifies an area for further attention and development. The 92-item checklist covers: policy, procedures, preparation for social events, implementation of social events, personnel, group environment, education, and intervention. (SW)

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COLLEGIATE ALCOHOL MANAGEMENT GUIDE

FOR

STUDENT ORGANIZATIONS

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COLLEGIATE ALCOHOL MANAGEMENT GUIDE FOR STUDENT ORGANIZATIONS

The use and misuse of alcoholic beverages by college students has become the focus of a great deal of legal activity. Student organizations that sponsor social activities which involve the use of alcoholic beverages are particularly vulnerable to law suits when accidents or injuries occur. The increased attention to alcohol's role in injuries, coupled with the greater tendency toward litigation, make it imperative for student organizations to manage themselves extremely well.

How can this be done, with the apparent confusion surrounding what is appropriate for the organization? A comprehensive approach is essential, and this must accepted in content and in spirit.

To assist college administrators in this process, the *Collegiate Alcohol Risk Assessment Guide* was developed. This *Collegiate Alcohol Management Guide for Student Organizations* was adapted from that instrument and is designed for intact student groups. The initial version of this *Guide* was developed with the support of Delta Sigma Phi Foundation. It provides organizations a way of monitoring themselves. Although no one set of standards is appropriate in every instance, this *Guide* provides specific guidance to an organization concerned about managing its alcohol-related risk and promoting a healthy environment for its members.

An affirmative response to a question on this checklist indicates that the organization is addressing the desired issue; a negative response identifies an area for further attention and development. Individuals responding to these questions should be frank in their responses. To identify falsely an area as acceptable (with a "yes" response) imply masks true needs and areas of concern. Further the authors acknowledge that many questions cannot be answered with a simple "yes" or "no"; however, an *unqualified* "yes" is required for no further attention to be suggested.

David S. Anderson, Ph.D.

Steven M. Janosik, Ed.D.

CAMPUS ALCOHOL CONSULTATIONS
P.O. BOX 65557
WASHINGTON, DC 20035

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COLLEGIATE ALCOHOL MANAGEMENT GUIDE FOR STUDENT ORGANIZATIONS

A. POLICY	*Yes*	*No*
1. Does your organization have a comprehensive policy which addresses alcohol-related issues?		
2. Does this policy statement reflect the mission of the organization?		
3. Is this policy statement consistent with school policy, state and local laws, and any national organization policy statement?		
4. Does the rationale or a statement of philosophy appear in the policy itself?		
5. Does the policy reflect a reasonable and realistic position, given the history, tradition, and politics of the organization and your campus?		
6. Are all members provided with a written copy of this policy statement?		
7. Is the policy statement reviewed on a regular basis by the organization?		
8. Does the review process include an open discussion with the entire membership?		
9. Does the review process include a review by the school's administration, the organization's advisor, legal counsel, and the national organization?		
10. Does a policy on anti-hazing which addresses potential misuses of alcohol exist?		
11. Does the policy prohibit the sponsorship of events which encourage abusive alcohol consumption or illegal drinking?		
12. Does the policy specify intolerance for any activity which encourages drinking?		
13. Does the policy specify that alcohol not be the primary focus of any advertising connected with any event?		
14. Do clear standards exist regarding co-sponsorship of events with off-campus establishments or the alcoholic beverage industry?		
15. Is the use of alcohol at membership drive (e.g., rush) functions clearly addressed?		
16. Does the organization have a policy for dealing with a member who is an abusive drinker?		

B. PROCEDURES	*Yes*	*No*
17. Do specific procedures concerning the use, distribution, and sale of alcohol - for public events, private events, and private use - exist in published form?		
18. Are organization members fully aware of the rationale and specific content of these procedures?		

	Yes	
19. Is responsibility for enforcement of all policies and procedures clearly defined?		
20. Are the consequences for failing to comply with these procedures clearly identified?		
21. Does the advertising for social events contain a non-alcoholic message?		
22. Is alcohol prohibited from being offered as an enticement (reward, benefit of membership) or as a prize?		
23. Does a specific guideline prohibit "quantity drinking" ('all you can drink' events)?		
24. If your organization has a designated living area (group house), is consumption of alcoholic beverages limited to certain locations?		
25. Are the state's laws and school policy concerning alcoholic beverages enforced in this living environment?		
26. Are the policies and procedures actually enforced?		

C. PREPARATION FOR SOCIAL EVENTS	*Yes*	*No*
27. Is alcohol prohibited from being the primary focus of the event?		
28. Does the organization examine what proportion of its social expenditures are used for the purchase of alcoholic beverages?		
29. Is it clear which individual(s) have formal responsibilities and authority for each social event?		
30. Is a planning group designated to prepare for each social event?		
31. Does this group use a written checklist for planning social events?		
32. Are limits as to the duration of an event specified in advance?		
33. Is the number of people permitted to attend the event limited?		
34. Are there restrictions made regarding the total amount of alcohol to be available at an event?		
35. Are limits specified for the amount of alcohol any one individual may be served?		
36. Does the organization designate specific group members to monitor the event in advance?		
37. Are these monitors required to refrain from consuming alcoholic beverages while monitoring?		
38. Are these monitors made aware of existing emergency procedures in case of accidents or injuries?		
39. Does the organization hire security for large events where alcoholic beverages will be served?		
40. Are procedures specified for ending a party if it should fail to meet the standards set by the organization or the school?		

	Yes	No
41. Does a formal evaluation of the planning process and program occur after each social event?		

D. IMPLEMENTATION OF SOCIAL EVENTS	Yes	No
42. Is a checklist used to coordinate and monitor an event while it is being held?		
43. Are all event participants required to show proof-of-age prior to their admission to an event where alcoholic beverages are present?		
44. Are there ways specified for visually identifying those of legal drinking age during the event?		
45. Are non-alcoholic beverages offered in reasonable quantities and are they as as attractive and appealing as alcoholic beverages?		
46. Are these non-alcoholic beverages easily accessible and clearly identified?		
47. Is substantive food required to be served in reasonable quantities at alcohol-related events?		
48. Are party participants monitored for their level of intoxication before leaving the event?		
49. Are effective ways of monitoring drivers (e.g., checking car keys upon admission) implemented?		
50. Is the distribution of alcoholic beverages handled only by designated servers?		
51. Are these servers required to be of legal drinking age?		
52. Are these servers or sellers of alcoholic beverages trained?		
53. Are obviously intoxicated individuals refused any additional alcoholic beverages?		
54. Are guests who arrive at the event in an intoxicated condition refused admission to the event?		
55. Are uninvited guests refused admission to the event?		
56. Are potential problems with adjacent neighbors (e.g., parking, noise, trash) effectively anticipated and monitored during the social event?		
57. Is alcohol no longer served at least one hour prior to the end of the social event?		
58. Are substantive snacks and coffee served near the end of the social event?		
59. Are the spirit and content of these procedures *actually* implemented?		

E. PERSONNEL	Yes	No
60. Does your organization faculty/staff advisor serve in an active capacity with the organization?		
61. Does the advisor receive copies of policies and procedures?		

	Yes	No
62. Does the advisor participate in the planning process for events where alcohol may be served?		
63. Is the advisor fully aware of responsibilities and liabilities regarding social events at which alcoholic beverages are served?		
64. Does the advisor have conversations with the organization officers about liability issues?		
65. Does the advisor discuss concerns and issues with other advisors and with campus administrators?		
66. If your organization has a live-in counselor/manager, does this individual receive special training about alcohol awareness, problem identification, and intervention issues?		
67. Does your organization's leadership (officers) have focused conversations with the organization advisor and school officials about alcohol-related concerns?		

F. GROUP ENVIRONMENT	Yes	No
68. Are social events involving the use of alcohol clearly *not* the focus of the organization?		
69. Are a variety of social events planned for the organization, many of which do not involve the consumption of alcoholic beverages?		
70. Is membership in the organization truly viewed as worthy and not simply an opportunity to participate in drinking activities (i.e., the organization not viewed as a party group)?		
71. Does the organization actively promote an environment in which alcohol consumption does not infringe on the privacy and peace rights of others?		
72. Is the image or perception that drinking is an "expected behavior" in your organization actively counteracted?		
73. Is one's decision to not consume alcohol *truly* irrelevant when decisions are made about an individual's potential membership in the organization?		
74. Is a high level of consumption of alcohol by a member (whether on a weekly or daily basis) viewed as undesirable?		
75. Does the organization take advantage of the opportunity to educate members about responsible and acceptable social behavior?		

G. EDUCATION	Yes	No
76. Does your organization participate in the school's alcohol education programming effort?		
77. Are funds specifically designated by your organization for alcohol education programming?		
78. Does the organization offer learning opportunities which promote awareness and accurate information about alcohol?		

	Yes	No
79. Are activities offered which emphasize alcohol-related problem identification, intervention, and referral?		
80. Does open discussion occur to learn more about alcoholism and alcohol?		
81. Does discussion occur about the relationship between alcohol consumption patterns and academic performance, retention, interpersonal relationships, and adjustment?		
82. Are the unique issues faced by women addressed, including an awareness of the different physiological effects of alcohol and exploitation issues?		
83. Are resource materials gathered and displayed for use by group members?		
84. Does the organization provide information about campus/community alcohol-related resources?		
85. Do new members receive an effective orientation concerning the philosophy, policies, procedures, and group norms about alcoholic beverages?		
86. Are older organization members actively aware of the influence their behavior has on others (role modeling)?		
87. Does the organization provide leadership, sponsorship, or funding for alcohol education events for the campus?		
88. Does the organization provide leadership, sponsorship, or funding for non-alcoholic events for the campus?		

H. INTERVENTION	Yes	No
89. Is the environment established by group members such that an individual can express concern to another member about observed personal alcohol consumption patterns.		
90. Is the environment established by group members such that an individual can express concern over their own alcohol consumption pattern to another member, officer, or advisor?		
91. Is special intervention (counseling referral and/or disciplinary sanction) made for an organization member involved in a problem situation which includes the use of alcohol?		
92. Are chronic behavioral offenders (when alcohol is involved) or alcohol abusers held accountable for their behavior in an effective and consistent manner?		